

MEMORANDUM

_____ Date

TO: Mr. René Mantilla, Assistant Superintendent
Office of Postsecondary Career and Technical Education

FROM: _____, Principal

SUBJECT: TRANSFER OF BOOKSTORE/ID FEE EXCESS FUNDS REQUEST

I am requesting to transfer funds from the following account(s):

Transfer From: Account Description	Program	Function	Transfer To: Account Description	Program	Function	Amount

I am requesting to transfer the funds for the following reason(s):

Purpose for transfer request:

Note: All purchases will be made in accordance with Section II, Chapter 4 of the Manual of Internal Fund Accounting.

If you have any questions regarding this request, please feel free to contact my office at (305) _____ ext. _____.

Approved Disapproved _____
 Mr. René Mantilla, Assistant Superintendent
 Office of Postsecondary Career and Technical Education
 _____ Date

Approved Disapproved _____
 Ms. LaTosha T. Styles, Adult Ed Bus. Mngr.
 Office of Postsecondary Career and Technical Education
 _____ Date

cc: Mr. Reginald J. Fox
Ms. LaTosha T. Styles